

**Job title:** Events Co-ordinator

**Location:** Covent Garden, London

**Salary:** £25,000 - £30,000

**BNC Ref:** BNC141

We are now looking to appoint an experienced Events Co-ordinator at our offices in Covent Garden to ensure the smooth running of our high-profile events around the world. This will involve some foreign travel.

Responsibilities include:

- Supporting the Events Manager in the planning, delivery and hosting of events, ranging from seminars, networking events and awards ceremonies.
- Post-event management, e.g. follow-up emails to attendees, etc.
- Maintaining the company's Global events calendar.
- Managing your own events on the day.
- Managing budgets for events.
- Liaising with sponsors to ensure they get the publicity contracted for.
- Venue sourcing and booking, AV management, logistics etc.

Candidate requirements:

- Verbal and written communication skills with a strong attention to detail.
- High level of competency with Office suite and events management software.
- Must have at least 18 months' relevant events experience.
- Candidates must be entitled to live and work in the UK and should have no travel restrictions.

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